

# Waiver Waiting List

(Revised 06-14-2007)

## **History**

The Long Term Care and Assisted Living Facility waiver programs are limited to a specific number of clients receiving services at any given time. The number of these “slots” is determined by the Federal waiver applications and legislative direction. Wyoming Long Term Care and Assisted Living waiver programs must be able to demonstrate that placing and moving applicants on the waiting list is done consistently, and includes client consent and feedback.

## **How the list is used**

There have been more applicants for waiver services than there are available “slots”. These limitations have required the development of a waiting list to identify and track eligible applicants seeking a “slot” on either waiver. *Applicant names are positioned on the waiting list based on the date and time the Waiver Program office was notified that the applicant became eligible for waiver services.* As clients begin their waiver services, their names are removed from the waiting list. They are then tracked as an active waiver client, as long as they continue to receive waiver services.

When an applicant’s name reaches the top of the waiting list their Case Manager is notified by the Waiver Program staff by phone. The Case Manager is then expected to complete the steps necessary for services to begin as soon as possible.

## **How names move through the list**

### **Not ready to start waiver services**

At the time their name comes to the top of the list, the applicant may not be ready to receive services, for a variety of reasons. If they are not ready, a status letter must be sent to the Waiver Program Manager at the Aging Division, within 60 days of the notification date, stating the reason the applicant is declining services and the time frame they anticipate they will be ready to begin waiver services (if known). The status letter should also indicate whether the applicant would like to stay at their current position on the waiting list, or be moved to the bottom of the current list (to move up the list again over time). Any other information which is pertinent to the circumstances should also be included.

### **Moved to the bottom of the list**

If at the end of the 60 day period, waiver services are not started or no status letter is received requesting to remain at the current waiting list spot, the applicant name will be moved to the bottom of the current list.

### **Remain at the top of the list**

If the applicant has indicated that they would like to remain at their current position on the waiting list, they will be contacted each time a slot opens and offered the opportunity to begin receiving services. If they do not want to accept at that time, they need to decline again in writing with a status letter. They will be contacted each time a slot opens. Depending on the changing circumstances of clients currently receiving waiver services, names on the waiting lists can move quickly or slowly. The Case Manager may be notified as often as every month about the availability of a “slot” for the waiver. A status letter response will be required each time the applicant is offered the opportunity to start waiver services.

### **On the list more than nine months**

If after being on the waiting list nine months a new LT101 will be requested by the Case Manager to assure the applicant remains eligible for the waiver. If the LT101 indicates they remain eligible, the applicant will remain at their current position on the list. A copy of the updated LT101 should be faxed to the Division office. If the LT101 indicates the applicant is no longer eligible, the Case Manager and applicant will be notified by the Public Health office in writing and will be removed from the list. If the LT101 is not completed within seven (7) days of the Division notification to the Case Manager, the applicant will be removed from the waiting list.

# Long Term Care and Assisted Living Facility Waiver Waiting List Status

*Complete and Fax to the Aging Division office: 1-307-777-5340*

Name of client

Reason for declining  
The open waiver slot

Anticipated date to accept  
Waiver services (if known)

**Check one:**

Stay at current position on list

☐

OR

Move to the bottom of the list

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Additional information or comments

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Signature of Case Manager

Date

### **Waiver Waiting List**

- ▶ Case Manager will be notified by phone of the open slot available to the applicant.
- ▶ Case Manager will move forward with:
  - contacting Public Health for LT101 (if needed)
  - and arranging for waiver services to begin.
- ▶ Within 60 days of notice that the waiver slot is available the Case Manager will

Send all necessary paperwork to start waiver services.

**OR**

Send the Waiver Program Manager a status letter to decline the open slot and to indicate the applicant's decision to:

*remain at their current waiting list position*

**Or**

*move their name to the end of the current waiting list.*

**If no written response is received in 60 days the applicant will be moved to the bottom of the current waiting list.**

***Applicants on the waiting list longer than nine months will require an updated LT101 to assure the applicant remains eligible. If no LT101 is completed within seven (7) days of the Case Manager being notified by the Division, the applicant will be removed from the waiting list.***